

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-55**

OPEN TO: In-House Candidates Only
TITLE: Secretary
GRADE: FSN-8 (Rs. 904,666 P.A. to Rs. 1,667,547 P.A.)
Position No: 80001-007

OPENING DATE: April 11, 2012
CLOSING DATE: April 24, 2012
AGENCY: USAID
LOCATION: ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The Secretary is located in the Office of the Director (DIR), USAID/Pakistan, and serves as the principal administrative support person for two Deputy Mission Directors (DMDs), performing a broad range of administrative and secretarial duties. The Secretary operates independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, so that other Front Office staff members may be more effective. The Secretary is the primary contact person responsible for DMD Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees and potential contractors and grantees, Implementing Partners (IPs) and grantees, host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Secretary is responsible for coordinating information about the DMD Office and the Mission, and making sure that information gets to customers on a timely basis and in a professional manner.

QUALIFICATION REQUIRED:

EDUCATION: Completion of bachelor's degree (fourteen years of education) in Business Administration, Science or Arts is required.

EXPERIENCE: A minimum of three years of progressively responsible work experience, of which two years should be in related work with donor organizations, NGO, another diplomatic Mission, international organization, or host-government organizations is required.

LANGUAGE: Level IV (fluent) reading/speaking/writing of English and Urdu is required. This may be tested.

KNOWLEDGE: The incumbent should be able to familiar with, or able to quickly become familiar with, organization's responsibilities and activities, as well as possess a general knowledge of standard office procedures and practices. The incumbent should have the ability to develop an excellent understanding of the organization's file management, mail handling, and correspondence formatting.

ABILITIES & SKILLS: The incumbent must be proficient in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as required. He/she must be proficient in using the Internet and E-mail, must be able to use sound judgment in analyzing information and handling appropriate situations (phone calls, prioritizing work, etc.); must be able to analyze office procedures determine needs, and organize data and procedures without specific instruction; and, must be able to work under pressure in order to meet deadlines..

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.

6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-55) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 24, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.